

CHAPTER 6

EARLY INTENSIVE BEHAVIORAL INTERVENTION PROVIDERS

Provider Qualifications

Individuals who wish to provide EIBI services must meet the requirements listed below for the position in which they serve and must present documentation of their credentials and written evidence of meeting stated requirements.

1. Applied Behavior Analysis Consultant

All EIBI services must have oversight by an Applied Behavior Analysis (ABA) Consultant. Providers may qualify as an ABA Consultant if they meet the following requirements:

- A master's degree in behavior analysis, education, psychology, or special education; and
- Current certification by the Behavior Analyst Certification Board as a Board Certified Behavior Analyst (BCBA); and
- At least one year of experience as an independent practitioner; and
- Successfully complete the initial approval process which includes an interview and the submission of a Work Sample that is reviewed and critiqued for competency by the DDSN interview team **or**
- A bachelor's degree in behavior analysis, education, psychology, or special education; and
- Current certification by the Behavior Analyst Certification Board as a Board Certified Associate Behavior Analyst (BCABA); and
- At least two years of experience as an independent practitioner, and
- Successfully complete the initial approval process which includes an interview and the submission of a Work Sample that is reviewed and critiqued for competency by the DDSN interview team; **or**
- A bachelor's degree in behavior analysis, education, psychology, or special education; and
- At least three years of experience as an independent practitioner; and

- Successfully complete the initial approval process which includes an interview and the submission of a Work Sample that is reviewed and critiqued for competency by the DDSN interview team.

2. Lead Therapist

All individuals who serve as Lead Therapist must meet the following requirements:

- A bachelor's degree in behavior analysis, education, psychology, or special education; and
- Has at least 500 hours of supervised line therapy or supervised experience in implementing behaviorally based therapy models consistent with best practices and research on effectiveness, for children with Pervasive Developmental Disorder to include autism and Asperger's disorder.

3. Line Therapist

All Line Therapists must:

- Be at least 18 years old and a high school graduate;
- Be able to speak, read and write English;
- Have documentation of receiving the required training as listed below prior to providing a service:
 - a. Current First Aid Certification (must be renewed at least every three years)
 - b. Current CPR Certification (must be renewed annually)
 - c. Confidentiality, Accountability, and Prevention of Abuse and Neglect
 - d. At least 12 hours of training in the implementation of applied behavior analysis to include at least 3 hours of autism and PDD specific training
- Have documentation of receiving the required annual in-service training of at least 5 hours in the implementation of applied behavior analysis, autism or PDD specific training.
- Have documentation of a clear background check conducted by the provider prior to providing a service and at least annually thereafter in the following areas:
 - a. Not listed in the DSS Child Abuse Central Registry

- b. Have no felony convictions as determined by an officially obtained SLED report
- c. Provide a copy of current, valid driver's license (If no driver's license submit a copy of an Official State ID Card)
- d. PPD Tuberculin Test

Provider Services

This service has four distinct components: (1) Assessment, Program Development and Training, (2) Plan Implementation, (3) Lead Therapy Intervention, and (4) Line Therapy.

1. Assessment, Program Development and Training: Provided by the EIBI Consultant

- Completion of adaptive assessments (Assessment of Basic Language and Learning Skills, Peabody Picture Vocabulary Test – III, and Vineland);
- Development of an EIBI plan;
- Completion of a functional behavior assessment and a behavioral support plan if challenging behaviors persist; and
- Training key personnel to implement interventions.

2. Plan Implementation: Provided by the EIBI Consultant

- Implementation of the EIBI plan;
- Educating family, caregivers and/or service providers concerning strategies and techniques to assist the participant in behavior reduction and skill acquisition;
- Monthly monitorship of the effectiveness of the EIBI plan;
- Modifying the EIBI plan as necessary; and
- Updating initial assessments and modifying the plan as necessary.

3. Lead Therapy Interventions: Provided by the Lead Therapist

- Assuring the EIBI plan is implemented as written;
- Weekly monitoring the effectiveness of the EIBI plan;
- Reviewing all recorded data;

- Providing guidance to and supervision of the Line Therapist;
- Receiving family/caregiver feedback; and
- Assuring coordination and continuity with other programs and services.

4. Line Therapy: Provided by the Line Therapist

- Receiving family/caregiver feedback; and
- Assuring coordination and continuity with other programs and services
- Implement interventions designed in the EIBI plan;
- Records data and reports concerns and progress to the Lead Therapist.

Off-Site Services

There may be occasions when EIBI providers find it necessary to provide services to a child in a venue that enables the provider to construct program products. EIBI providers must abide by the following procedures pertaining to these Off-Site Services.

- Off-site services are defined as services that are specifically related to the EIBI participants program and, essential to the program's continuation and development. Examples of approved off-site services include summation of raw data, analysis of data to determine appropriate programming, program development, task analysis development related to the child's specific goal(s), development of functional behavior support plan, acquisition/development of stimuli specific to a child's program, and notebook/material management.
- Off-site services must be provided by a Lead Therapist or a Consultant who is actively working with the child from whom lead therapy or plan implementation hours are deducted. This time can not be used to pay for or compensate administrative support staff or any duties that are performed by such staff.
- A Lead Therapist may not designate from a child's approved lead therapy hours, more than two (2) hours per week for off-site services. A Coordinator may not designate from a child's approved plan implementation hours, more than two (2) hours per month for off-site services.
- When off-site services are performed the provider must submit with the monthly report to the Case Manager, a detailed summary identifying specifically what services were provided for the child. This summary must also be made available to the child's parents/legal guardians. A monthly report will be considered incomplete if off site hours are billed for but no summary is submitted.

Index of Forms for Responsible Party Directed Care

Completed by the Service Coordinator

<u>PDD Form RP 1</u>	PDD Program Pre-Screening Assessment of Responsible Party
<u>PDD Form RP 2</u>	Checklist of Items Needed for PDD Program Responsible Party-Direction of Services
<u>PDD Form RP 15</u>	PDD Program Line Therapist Qualifications Checklist
<u>PDD Form RP 17</u>	Authorization for PDD Waiver Responsible Party Line Therapy
<u>PDD Form RP 18</u>	Authorization for PDD State Funded Program Responsible Party Line Therapy
<u>Info-Sheet 8</u>	Responsible Party Directed Care Enrollment Information

Completed by the Responsible Party (Parent)

<u>PDD Form RP 5</u>	PDD Program Responsible Party Information Sheet
<u>Form SS-4</u>	Application for Employer Identification Number (includes sample)
<u>Form 8821</u>	Tax Information Authorization (includes sample)
<u>Form 2678</u>	Employer/Payer Appointment of Agent (includes sample)
<u>PDD Form RP 19</u>	Responsible Party Line Therapist Invoice

Completed by the Line Therapist

<u>PDD Form RP 8</u>	PDD Program Line Therapist Information Sheet
<u>PDD Form RP 9</u>	Electronic Funds Transfer and Payroll Tax Deduction Authorization
<u>PDD Form RP 10</u>	PDD Responsible Party Directed Services Employee Payment Agreement
<u>PDD Form RP 11</u>	PDD Program Line Therapist Responsibilities Agreement
<u>PDD Form RP 12</u>	PDD Program Responsible Party-Directed Line Therapy Services Liability Statement
<u>PDD Form RP 16</u>	PDD Program Responsible Party Line Therapy Daily Log
<u>Form I-9</u>	Employment Eligibility Verification (includes sample)
<u>Form W-4</u>	Employee's Withholding Allowance Certificate

General Information Sheets

<u>Info-Sheet 10</u>	PPD Tuberculin Skin Test Requirements
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